

United States Environmental Protection Agency

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
REGISTRATION OF PESTICIDE-PRODUCING ESTABLISHMENTS:**

EPA Form 3540-8 (Revised 04/96)

Requirement. Section 7 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended (**92 Stat. 829, 7 U.S.C. 136e**), provides that no person shall produce any pesticide or any device subject to this section in any State/territory unless the establishment in which it is produced is registered with the Administrator of the U. S. Environmental Protection Agency (EPA). As referenced in 40 CFR Part 167 and further clarified in EPA policy guidance documents, "produce" has been defined to mean "to manufacture, prepare, propagate, compound, or process any pesticide, including any pesticide produced pursuant to section 5 of the Act, any active ingredient, or device, or to package, repackage, label, relabel, or otherwise change the container of any pesticide or device." Repackaging or otherwise changing the container of any pesticide or device in bulk amounts constitutes pesticide production. "Bulk" has been defined as any volume of pesticide intended for repackaging into refillable containers, provided that the container is designed and constructed to accommodate the return and refill of greater than 55 gallons of liquid or 100 pounds dry material of the product.

In order to comply with this requirement, the attached application form is to be completed, by a responsible officer of the company, and the **original and a copy** submitted to the U. S. Environmental Protection Agency Regional Office with jurisdiction over the State/territory in which the company's headquarters is located. Addresses of the Regional Offices are included in these instructions. Applications from producing establishments located in foreign countries should be submitted to:

U. S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
Office of Compliance
Agriculture and Ecosystems Division (2225A)
Attn: Carol L. Buckingham
401 M Street, SW
Washington, DC 20460 USA
Telephone: 202-564-5008

Public reporting burden for this collection of information is estimated to average 18 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing the reviewing and collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Regulatory Information Division (2136), U.S. Environmental Protection Agency, 401 M Street, SW, Washington, DC 20460, and to the Paperwork Reduction Project, Office of Regulatory Management and Information, Office of Management and Budget, Washington, DC 20503.

Note: Amendments to FIFRA section 7 regulations published in the Federal Register (FR) on September 8, 1988 (FR Notice Vol. 53, No. 174), and effective on August 9, 1989 (FR Notice Vol. 54, No. 152) eliminated the requirement for registration of custom blenders as defined in 40 CFR 167.

ITEM (S) TO BE COMPLETED:

A-F. EPA use only. Leave these items blank.

1,3-6. Company Name and Site Address. Enter the complete name and physical street or route location (**Do not use a post office box**) of the home office or headquarters of the company submitting the application.

If the applicant is located outside the United States and uses an agent residing in the United States to act for it in registration matters, enter the company name c/o the U.S. agent and the complete site address of the foreign company in items 3-6.

2,7-10. Company Name and Mailing Address. Only complete this area if the company name is different from the name entered in item 1 or if the mailing address of the company is different from the street address in items 3-6.

If the applicant is located outside the United States and uses an agent residing in the United States to act for it in registration matters, enter the company name c/o the U.S. agent and the complete site address of the agent in items 3-6.

11. EPA Company Number. Enter the EPA Company Number. Leave this item blank if the company has no company number.

12. Company DUNS Number. Enter the Dun and Bradstreet identification (DUNS) number of the Company. Dun and Bradstreet identification numbers are not required for FOREIGN producing establishments.

13. Appropriate Ownership Code. Enter code (1-5) used to describe the type of ownership under which the company operates.

14. State or Country and Date of Incorporation. Enter the two-digit State or three-digit Country abbreviation and the six-digit month, day, and year on which the company was incorporated, registered, or licensed to do business. State and Country codes are on pages 4 and 5, respectively.

Name, Site Location, and Mailing Address of Each Producing Establishment. Enter the establishment name, geographic street address, city, and State/Country for each pesticide-producing establishment. Do not use a post office box number for the geographic site.

15. Establishment Name. Enter the name of the establishment that produces pesticide products/devices. **The establishment should be a wholly-owned subsidiary of the parent company *or* at the same site.**

16. EPA Establishment Number (EPA Est. No.). If updating information for an existing establishment, enter the EPA establishment registration number, otherwise leave this item blank. EPA will assign an establishment number for each pesticide-producing establishment and notify each applicant of the number by EPA Form 3540-8A. An establishment number is a reference code **comprised** of the applicant's company number, followed by a hyphen, and a two or three letter abbreviation designating the State or Country.

- 17. Establishment Region.** EPA use only. Leave this item blank.
- 18,19. Establishment Site Address.** Enter the physical street or route location and city of the establishment where pesticides are produced, repackaged, or relabeled. **Do not use a post office box number for this geographic site.**
- 20. State or Country.** Use abbreviations for States and Countries shown on pages **3** and **4** respectively.
- 21. Zip Code.** Enter the company's mailing postal zip code.
- 22-25. Mailing Address of Establishment.** Enter the mailing address of the establishment if different from the address entered in items 19-22.
- 26. SIC Codes.** Enter the 4-digit Standard Industrial Classification (SIC) codes. A primary SIC code is generally considered to be the code related to the types of products distributed from an establishment. The book titled, "Standard Industrial Classification Codes", containing these codes can be found in any public library. Only U.S. establishments use these codes.
- Examples of SIC codes: The industrial classification code of pesticides primarily include: Agricultural Services, Group 07, SIC Codes 0711, 0721, 0729, 0782, and 0783; Group 51, SIC Code 5191; and Building Materials, Hardware, Garden Supply and Mobile Home Dealers, Group 52, SIC Code 5261.
- 27. Establishment DUNS Number.** Enter number corresponding to the company's Dun and Bradstreet (DUNS) number. Establishments located outside of the United States do not use these numbers.
- 28.** EPA use only. Leave this item blank.
- 29.** EPA use only. Leave this item blank.

Each form 3540-8 has space for information on three producing establishments in blocks **A-C**. If a continuation sheet is required, check the **CONTINUED ON ATTACHED SHEET** block and reproduce the form or otherwise provide the required information in identical format. Number the original and all continuation sheets in the Page ____ of ____.

- 30-34. Signature of Company Officer.** The company officer certifying that the information contained in the report is correct must sign his or her name in item 31 and print name, title, complete telephone number, and date signed in items 30 and 32-34.
- 35-38.** EPA use only. Leave these items blank.

Upon receipt of EPA Form 3540-8, the EPA will assign each Pesticide-Producing Establishment a number. The EPA will then notify the Company of the assigned Establishment Number(s) on EPA Form 3540-8A.

U. S. Environmental Protection Agency Regional Offices and State/Territory Abbreviations

EPA Regional Offices	States/Terr. Covered	EPA Regional Offices	States/Terr. Covered
U. S. EPA Region I Pesticides Section (SEA) J. F. Kennedy Fed. Bldg. Boston, MA 02203-2211 Telephone 617/565-9055	CT, MA ME, NH RI, VT	U. S. EPA Region VI Pesticides Section (6TPP) 1445 Ross Avenue Dallas, TX 75202-2733 Telephone 214/665-7560	AR, LA NM, OK TX
U. S. EPA Region II Pesticides Team (MS-500) Building 5 2890 Woodbridge Avenue Edison, NJ 08837-3679 Telephone 732/321-6750	NJ, NY PR, VI	U. S. EPA Region VII Water, Wetlands, Pesticides Div. Pesticides Branch (WMPDPEST) 726 Minnesota Avenue Kansas City, KS 66101 Telephone 913/551-7125/7614	IA, KS MO, NB
U. S. EPA Region III Pesticides/Asbestos Programs & Enforcement Branch (3WC32) 1650 Arch Street Philadelphia, PA 19103-2062 Telephone 215/814-2062	DE, DC MD, PA VA, WV	U. S. EPA Region VIII Pesticides Section (ENF-PT) 999 18th Street, Suite 500 Denver, CO 80202-2466 Telephone 303/312-6428	CO, MT ND, SD UT, WY
U. S. EPA Region IV AFC Pesticides Section (APTMD) 61 Forsyth Street, SW Atlanta, GA 30303-3104 Telephone 404/562-9011	AL, FL GA, KY MS, NC SC, TN	U. S. EPA Region IX Pesticides Section (CMD-4-3) 75 Hawthorne Street San Francisco, CA 94105 Telephone 415/744-1066	AZ, AS CA, GU HI, NV
U. S. EPA Region V PTES (DT-8J) 77 W. Jackson Blvd. Chicago, IL 60604-3507 Telephone 312/886-6008	IL, IN MI, MN OH, WI	U. S. EPA Region X Pesticides Section (ECO-084) 1200 Sixth Avenue Seattle, WA 98101 Telephone 206/553-0505	AK, ID OR, WA

In order to ensure that your firm has satisfactory evidence that the Regional Office received this report, you may wish to send the report to the Regional Office by certified or registered mail, return-receipt requested, with a cover letter. To expedite processing, if possible please type this report.

FOREIGN COUNTRY ABBREVIATIONS

COUNTRY NAME	ABBREVIATION	COUNTRY NAME	ABBREVIATION
NETHERLANDS ANTILLES	ANT	JAPAN	JPN
ARGENTINA	ARG	KENYA	KEN
AUSTRALIA	AUS	REPUBLIC OF KOREA	KOR
AUSTRIA	AUT	LI ECHTENSTEIN	LI E
BELGIUM	BEL	MONACO	MCO
BULGARIA	BGR	MEXICO	MEX
BRAZIL	BRA	MALAYSIA	MYS
BARBADOS	BRB	NICARAGUA	NIC
CANADA	CAN	NETHERLANDS	NLD
SWITZERLAND	CHE	NORWAY	NOR
CHILE	CHL	NEW ZEALAND	NZL
CHINA	CHN	PANAMA	PAN
COLUMBIA	COL	PERU	PER
COSTA RICA	CRI	PHILIPPINES	PHL
GERMANY	DEU	PAPUA NEW GUINEA	PNG
DENMARK	DNK	POLAND	POL
DOMINICAN REPUBLIC	DOM	PORTUGAL	PRT
ECUADOR	ECU	ROMANIA	ROM
SPAIN	ESP	RUSSIA*	RUS
FINLAND	FIN	RWANDA	RWA
FRANCE	FRA	SINGAPORE	SGP
UNITED KINGDOM	GBR	SWEDEN	SWE
GUATEMALA	GTM	THAILAND	THA
HONG KONG	HKG	TRINIDAD AND TOBAGO	TTO
HAITI	HTI	TURKEY	TUR
HUNGARY	HUN	TAIWAN	TWN
INDIA	IND	TANZANIA	TZA
IRELAND	IRL	URUGUAY	URY
ISRAEL	ISR	VENEZUELA	VEN
ITALY	ITA	YUGOSLAVIA*	YUG
JAMAICA	JAM	SOUTH AFRICA	ZAF

* Establishments registered before 1995.